



## Safeguarding Statement

### **We believe that:**

children and young people should never experience abuse of any kind, we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

the welfare of children is paramount in all the work we do and in all the decisions we take. Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse, some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues. Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

### **We will seek to keep our young people safe by:**

valuing, listening to and respecting them and adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff. Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately, using our procedures to manage any allegations against staff and volunteers appropriately and creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise. Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

### **Our contact details**

Name: J Alsop

Registered Address: 2 Imperial Square, Cheltenham, GL50 1QB

Phone Number: 07812206567

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### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts, and characteristics (for example, name and contact details)
- Safer Recruitment required documentation (personal I.D, DBS update details, reference requests, completed application forms, C. V's, proof of address, staff personal contact information)

MIAG

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- Student information (behaviour plans, risk assessments, medical information, shared professionals' information, minutes from meetings, Miag feedback for professionals, Professionals contact details, EHCP's, other relevant information to support students)
- Staff bank details for payroll
- Staff performance management and line management discussions (outcomes and actions, attendance, extra support requested by staff)

### **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

#### **Students:**

Working in partnership with Social Workers, Care Staff, Parents, Carers and other professionals to provide targeted support for our students. Gathering information at the time of referral and attending professionals' meetings to plan support and curriculum and give feedback on progress.

#### **Staff:**

As part of our safer recruitment policy and internal monitoring.

We also receive personal information directly, from the following sources in the following scenarios:

#### **Bristol Safeguarding Team:**

Email updates on safeguarding. DSL attends termly meetings with the team.

#### **Bristol Police:**

DSL receives notifications by email after attending appropriate training

#### **NSPCC:**

DSL subscribes for monthly emails from NSPCC with safeguarding updates

### **This statement should be read alongside our organisational policies, procedures, guidance and other related documents:**

- dealing with disclosures and concerns about a child or young person- Staff report all concerns to DSL (Tor Jones and Deb Sherring) who will investigate, record and action as required
- managing allegations against staff – Senior Leadership Team manage and review all allegations and record appropriately with outcomes/actions
- recording concerns and information sharing- Senior Leadership Team report all concerns to relevant professionals and record information shared with outcomes/actions



- child protection records retention and storage – all student records are deleted after 12 months of end of placement. We use a secure programme to record student information (CPOMS)
- code of conduct for staff – separate policy
  
- photography and sharing images guidance- parental permission sought on admittance. No photographs are shared on social media and are purely used for displays at centres and to demonstrate student's progress. They may be shared with relevant professionals at their request (Social Workers)
- safer recruitment- separate policy
- online safety – separate policy
- anti-bullying – staff training (Anti-Bullying Alliance) and separate policy
- managing complaints-Senior Leadership Team to manage and review, recording all information with outcomes/actions
- whistleblowing – separate policy
- health and safety -separate policy

## **SEND**

We liaise with home schools, L.A's, and any other settings to ensure we have all information for individual students before they join our provision. We approach students learning to match their ability and recognise complex needs. We aim on forming positive relationships with new students, parents/carers, and professionals. We attend all relevant meetings to support students.

We contribute to EHCP reviews and outcomes. We support career pathways with students and support transition.

**Our policies are working documents. This statement will be reviewed regularly (minimum of twice per annum)**

**DSL Team – Tor Jones [tor@miag.co.uk](mailto:tor@miag.co.uk)**

**Deb Sherring [debbie@miag.co.uk](mailto:debbie@miag.co.uk)**

